

ITEMS FOR MILESTONE LIST

1. A major project or work effort

- an action item assigned by DCI or D/DCI/IC
- follow-on actions resulting from USIB, ExCom or other policy group meetings for which there is a commitment to respond
- substantive in nature
- geared to decision points or time commitments
- product oriented

2. Should not include

- near term meetings (within one week) - these are covered on calendar board
- steady state work (non deadline oriented)
- administrative or housekeeping matters
- briefings or meetings which are informational in nature